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2 December 1953

MEMORANDUM FOR: Colonel White

1. Last spring (April) [REDACTED] requested approval for the establishment of a T/O for his Personnel Branch totaling 28 positions. As you know, a group then surveyed the Personnel Branch. The survey group recommended a T/O of 16 positions, based on the premise that some functions could be dropped since they were being duplicated by the Personnel Office.

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2. [REDACTED] later revised his request to provide for 21 positions for a "trial period" of not less than 8 months. At the end of that time, he proposes to reduce further if it is "mutually agreed" that the Personnel Branch can function efficiently with fewer people.

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3. The Personnel Office recommends approval of the T/O at 21 positions for 8 months' period. However the Personnel Office and Commo have been unable to agree on the grade classifications of a number of clerical positions. The differences are as follows:

<u>Personnel Branch</u> <u>Office of the Chief</u>	<u>O/C Request</u>	<u>Personnel</u> <u>Recommendation</u>
Recording Secretary (Career Service Board)	GS-7	GS-6
Secretary-Stenographer	GS-6	GS-5
 <u>Support Section</u>		
Administrative Assistant	GS-7	GS-5
Clerk Typist	GS-5	GS-4
Administrative Assistant (Processing)	GS-7	GS-5
Personnel Clerk (Processing)	GS-5	GS-4
File Clerk	GS-5	GS-4
Kardex Clerk	GS-6	GS-4
Clerk Typist	GS-5	GS-4

4. AD/C and Personnel both ask that you decide on the proper allocation for the positions in question. Each, of course, stands by his recommendation. Superficially, and from my general knowledge of how most of these jobs function, I believe that the Personnel recommendations are correct. However, since it is apparent that AD/C feels

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strongly on the subject I believe you should call a meeting with him
and the classification people in order to hear both sides before
deciding.

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